



THE UNIVERSITY *of* NORTH CAROLINA  
**GREENSBORO**

*School of Music*

**Graduate Handbook:**  
Master of Music in Performance  
Master of Music in Composition

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# *MM – Master of Music in Music Performance*

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The MM in Music Performance requires 32 semester hours for all concentrations except collaborative piano, which requires 33 semester hours; organ, which requires 34 semester hours; and vocal pedagogy, which requires 35 semester hours. At least one half the work credited toward the degree must be in the 600-level courses or above. Diagnostic examinations in music history and theory are administered prior to the first semester of enrollment.

## **DEGREE REQUIREMENTS**

For all concentrations in the MM in Performance, enrollment in two semesters of MUP 651 is required before the degree recital may be scheduled. Enrollment in MUP 651 is required during the semester of the degree recital. Enrollment in MUP 601 (0 or 1 credit hours) is required concurrent with enrollment in MUP 651. A Final Comprehensive Evaluation (written and/or oral examination, comprehensive written document, or other format appropriate to and determined by concentration) is required for graduation. At least one recital, the Capstone Experience, is required for all concentrations.

Additional degree requirements are listed below by Concentration.

## **ENSEMBLE REQUIREMENTS**

Masters students who are registered for 2 or more credits of music performance studies must audition for and perform in an ensemble each semester, as required by concentration. Students will have the opportunity to express their ensemble placement preferences, but they will be assigned according to audition results and ensemble priorities. Ensemble assignments and placement will be determined by the Director of Bands, Director of Orchestras, Director of Choral Programs and the Director of the Miles Davis Jazz Program in consultation with the performance teachers and appropriate Area Chair.

## **ADDITIONAL REQUIREMENTS BY CONCENTRATION**

### ***Collaborative Piano (33 hours)***

Nine hours of language are required for collaborative piano majors, one semester each of French, German, and Italian. Also required is the equivalent of MUP 170 Diction for Singers. Language and diction hours must be credited satisfactorily on a college transcript. If not, this requirement may be resolved with appropriate enrollment while working on the current degree; however, these hours will not count toward the degree.

### *Courses in the Major (17 hours)*

- MUP 651 Performance Studies (12 hours)
- MUP 653 Performance Studies (harpsichord or fortepiano) (1 hour)
- ENS 648 Chamber Music (four semesters) (4 hours)
- MUP 600 Recital (0 hours): *two accompanying recitals are required. Recital repertoire should include representative selections from vocal, string, and wind literature. At least one work may be played on either the harpsichord or fortepiano.*

### *Courses in Support of the Major (12 hours)*

- Research Competency from one of the following: (3 hours)
  - MUE 601 Research Methods in Music
  - MUS 602 Seminar in Music Research and Writing
- One of the following (3 hours):
  - MUS 706 Seminar in Music History
  - MUS 707 Seminar in Musical Analysis
  - MUS 660 Theory and Analysis of Rhythm
  - MUS 662 Schenkerian Analysis
- Two of the following (6 hours):
  - MUS 665 History of Opera
  - MUP 626 Song Literature I *OR* MUP 634 Song Literature II
  - MUP 620 Seminar in Piano
  - MUP 621 Seminar in Vocal Literature
  - MUP 637 String and Keyboard Chamber Literature
  - MUP 697 Directed Study in Music Performance

### **Conducting – Choral (32 hours)**

One semester of undergraduate conducting, two semesters of undergraduate diction including study of German and/or French diction, at least two semesters of undergraduate vocal study, and a history of participation in collegiate choral ensembles during the undergraduate degree must be satisfactorily credited on a college transcript. Deficiency in conducting study, voice study, and diction hours may be resolved with appropriate enrollment while working on the current degree; however, these hours will not count toward the degree.

#### *Courses in the Major (17 hours)*

- Performance Studies (8 hours)
  - MUP 651 Performance Studies
- Ensemble (4 hours) by audition placement
  - ENS 680 Men's Glee Club
  - ENS 681 Women's Glee Club
  - ENS 682 University Chorale
  - ENS 686 Women's Chorus
  - ENS 688 Chamber Singers
- Pedagogy (3 hours)
  - MUP 627 Principles of Vocal Pedagogy
- Secondary Keyboard or Vocal Performance Study (2 hours)
  - MUP 653 Performance Studies
- Recital (No Credit)
  - MUP 600 Recital

#### *Courses in Support of the Major (12 hours)*

- Research Competency, from one of the following (3 hours):
  - MUE 601 Research Methods in Music
  - MUS 602 Seminar in Music Research and Writing
- MUP 622 Seminar in Choral Literature (3 hours) – *may be repeated when topic varies*
- One of the following (3 hours):
  - MUS 707 Seminar in Musical Analysis
  - MUS 662 Schenkerian Analysis
  - MUS 664 Post-Tonal Theory

#### *Electives (3 hours)*

### **Conducting – Instrumental (32 hours)**

#### *Courses in the Major (15 hours)*

- Performance Studies (12 hours)
  - MUP 651 Performance Studies
- Ensemble by audition placement (2 hours)
- Recital (1 hour)
  - MUP 600 Recital

#### *Courses in Support of the Major (12 hours)*

- Research Competency, from one of the following (3 hours):
  - MUE 601 Research Methods in Music
  - MUS 602 Seminar in Music Research and Writing
  - MUP 683 Instrumental Literature and Performance Practice
    - *note: MUE 601 or MUS 602 are recommended*
- Any 9 credit hours of graduate music courses not in the major (non-performance, non-ensemble)

#### *Electives (5 hours)*

### **Early Keyboard Instruments (32 hours)**

MUP 302 or 303 Keyboard Harmony or proficiency required (no graduate credit)

#### *Courses in the Major (16 hours)*

- Performance (harpsichord or fortepiano) (12 hours)
  - MUP 651 Performance Studies
- Secondary Performance Studies (2 hours)
  - MUP 653 Performance Studies (secondary keyboard instrument – organ, fortepiano, harpsichord, clavichord)
- Ensemble (2 hours)
  - ENS 648 Chamber Music (with harpsichord or fortepiano)
- Recital (No Credit)
  - MUP 600 Recital

#### *Courses in Support of the Major (12 hours)*

- Research Competency, from one of the following (3 hours):
  - MUE 601 Research Methods in Music
  - MUS 602 Seminar in Music Research and Writing
- MUP 613 Piano Literature I (3 hours)
- One of the following (3 hours):
  - MUS 508 Tonal Counterpoint
  - MUS 707 Seminar in Musical Analysis
  - MUS 662 Schenkerian Analysis
- One of the following (3 hours):
  - MUS 706 Seminar in Music History

#### *Music Electives (4 hours)*

### **Organ (34 hours)**

#### *Courses in the Major (17 hours)*

- Performance (12 hours)
  - MUP 651 Performance Studies
- Pedagogy (3 hours)
  - MUP 638 Organ Pedagogy
- Ensemble (2 hours)
- Recital (No credit)
  - MUP 600 Recital

#### *Courses in Support of the Major (17 hours)*

- MUS 602 Seminar in Music Research and Writing (3 hours)
- Theory (6 hours)
  - MUS 508 Tonal Counterpoint (3 hours) *Note: If tonal counterpoint is credited on the undergraduate transcript with a grade of B or better from a NASM-accredited school, they may instead take a non-restricted music elective.*
  - MUS 510 Advanced Tonal Analysis (3 hours)
- Area Literature (6 hours)
  - MUP 613 Piano Literature I (3 hours)
  - MUP 668 Organ Literature (3 hours)
- Choral Conducting (2 hours)
  - MUP 629 Choral Laboratory III

**Piano (32 hours)**

*Courses in the Major (14 hours)*

- Performance (12 hours)
  - MUP 651 Performance Studies
- Ensemble (2 hours)
  - ENS 648
- Recital (No credit)
  - MUP 600 Recital

*Courses in Support of the Major (12 hours)*

- Research Competency, from one of the following (3 hours):
  - MUE 601 Research Methods in Music
  - MUS 602 Seminar in Music Research and Writing
- One of the following (3 hours):
  - MUP 613 Piano Literature I
  - MUP 614 Piano Literature II
  - MUP 620 Seminar in Piano
- One of the following (3 hours):
  - MUS 665 History of Opera
  - MUS 683 Music before 1600
  - MUS 684 Music from 1600 to 1800
  - MUS 685 Music of the Nineteenth Century
  - MUS 706 Seminar in Music History
- One of the following (3 hours):
  - MUS 508 Tonal Counterpoint
  - MUS 510 Advanced Tonal Analysis
  - MUS 707 Seminar in Musical Analysis
  - MUS 644 Pedagogy of Music Theory
  - MUS 660 Theory and Analysis of Rhythm
  - MUS 662 Schenkerian Analysis
  - MUS 664 Post-Tonal Theory

*Music Electives (6 hours)*

### ***Piano Pedagogy (32 hours)***

MUP 302 or 303 Keyboard Harmony or proficiency required (no graduate credit).

#### *Courses in the Major (20 hours)*

- Performance (12 hours)
  - MUP 651 Performance Studies
- Pedagogy (6 hours)
  - MUP 612 Piano Pedagogy I (3 hours)
  - One of the following (3 hours):
    - MUP 609 Jazz Pedagogy
    - MUP 617 Piano Pedagogy II
    - MUP 620 Seminar in Piano
    - MUE 632 Methods and Materials of Music Reading Instruction
    - MUE 645 Teaching Elementary Music: Theory and Practice
    - MUS 644 Pedagogy of Music Theory
- Lecture/Demonstration and Paper (2 hours)
  - MUP 610 Lecture-Demonstration

#### *Courses in Support of the Major (12 hours)*

- Research Competency, from one of the following (3 hours):
  - MUE 601 Research Methods in Music
  - MUS 602 Seminar in Music Research and Writing
- MUP 613 Piano Literature I
- MUP 614 Piano Literature II
- Any graduate music course not in the major (non-performance, non-ensemble)

### ***String, Wind, and Percussion (32 hours)***

#### *Courses in the Major (17 hours)*

- Performance (12 hours)
  - MUP 651 Performance Studies
- Ensemble by audition placement (4 hours)
- Recital (1 hour)
  - MUP 600 Recital (*Students may perform one additional recital to fulfill elective hours*)

#### *Courses in Support of the Major (12 hours)*

- Research Competency, from one of the following (3 hours):
  - MUE 601 Research Methods in Music
  - MUS 602 Seminar in Music Research and Writing
  - MUP 683 Instrumental Literature and Performance Practice
    - *Note:* MUE 601 or MUS 602 are recommended
- Any 9 credit hours of graduate music courses not in the major (non-performance, non-ensemble) including, but not limited to:
  - MUS 508 Tonal Counterpoint
  - MUS 510 Advanced Tonal Analysis
  - MUS 644 Pedagogy of Music Theory
  - MUS 660 Theory and Analysis of Rhythm
  - MUS 662 Schenkerian Analysis
  - MUS 664 Post-Tonal Theory
  - MUS 707 Seminar in Musical Analysis
  - MUS 631 Selected Topics in Ethnomusicology
  - MUS 655 The Symphonic Tradition
  - MUS 665 History of Opera
  - MUS 685 Music of the Nineteenth Century
  - MUS 686 Music of the Twentieth Century
  - MUS 706 Seminar in Music History

#### *Electives (3 hours)*

### ***Vocal Pedagogy (35 hours)***

Vocal pedagogy requires 35 hours. Twelve (12) hours of language are required for voice majors—one semester each of French, German, and Italian plus a second semester of one of these three languages. These hours must be satisfactorily credited on a college transcript. In addition to diagnostic exams in history and theory required of all graduate students, voice students will be assessed on competency in written International Phonetic Alphabet and spoken pronunciation of Italian, German, French, and English. Deficiencies may be resolved with appropriate enrollment in undergraduate courses while working on the current degree; however, these hours will not count toward the degree. For graduate credit, students may resolve the deficiency by enrolling in MUP 630 The Study and Pedagogy of Phonetics as Applied to Singing.

### ***Courses in the Major (19 hours)***

- Performance (9 hours)
  - MUP 651 Performance Studies (8 hours)
  - MUP 640 Vocal Coaching (1 hour)
- Pedagogy (6 hours)
  - MUP 627 Principles of Vocal Pedagogy
  - MUP 728 Advanced Vocal Pedagogy
- Ensemble by audition placement (2 hours)
  - ENS 680 Men's Glee Club
  - ENS 681 Women's Glee Club
  - ENS 682 University Chorale
  - ENS 686 Women's Chorus
  - ENS 688 Chamber Singers
- Lecture/Demonstration and Paper (2 hours)
  - MUP 610 Lecture-Demonstration
- Recital (No credit)
  - MUP 600 Recital

### ***Courses in Support of the Major (12 hours)***

- Research Competency, from one of the following (3 hours):
  - MUE 601 Research Methods in Music
  - MUS 602 Seminar in Music Research and Writing
- MUP 626 Song Literature I OR MUP 634 Song Literature II (3 hours)
- One of the following in music theory (3 hours):
  - MUS 508 Tonal Counterpoint
  - MUS 510 Advanced Tonal Analysis
  - MUS 707 Seminar in Musical Analysis
  - MUS 644 Pedagogy of Music Theory
  - MUS 660 Theory and Analysis of Rhythm
  - MUS 662 Schenkerian Analysis
  - MUS 664 Post-Tonal Theory
- One of the following (3 hours):
  - A 600 or above level music history courses
  - A 600 or above level music literature course

### ***Music Electives (4 hours)***



### ***Voice (32 hours)***

Twelve (12) hours of language are required for voice majors—one semester each of French, German, and Italian plus a second semester of one of these three languages. These hours must be satisfactorily credited on a college transcript. In addition to diagnostic exams in history and theory required of all graduate students, voice students will be assessed on competency in written International Phonetic Alphabet and spoken pronunciation of Italian, German, French, and English. Deficiencies may be resolved with appropriate enrollment in undergraduate courses while working on the current degree; however, these hours will not count toward the degree. For graduate credit, students may resolve the deficiency by enrolling in MUP 630 The Study and Pedagogy of Phonetics as Applied to Singing.

### ***Courses in the Major (16 hours)***

- Performance (11 hours)
  - MUP 651 Performance Studies (8 hours)
  - MUP 640 Vocal Coaching (1 hour)
  - MUP 675 Opera Performance Techniques (2 hours)
- Pedagogy (3 hours)
  - MUP 627 Principles of Vocal Pedagogy
- Ensemble by audition placement (2 hours)
  - ENS 680 Men's Glee Club
  - ENS 681 Women's Glee Club
  - ENS 682 University Chorale
  - ENS 686 Women's Chorus
  - ENS 688 Chamber Singers
- Recital (No credit)
  - MUP 600 Recital

### ***Courses in Support of the Major (12 hours)***

- Research Competency, from one of the following (3 hours):
  - MUE 601 Research Methods in Music
  - MUS 602 Seminar in Music Research and Writing
- MUP 626 Song Literature I *OR* MUP 634 Song Literature II (3 hours)
- Music theory course (3 hours) – one of the following:
  - MUS 508 Tonal Counterpoint
  - MUS 510 Advanced Tonal Analysis
  - MUS 707 Seminar in Musical Analysis
  - MUS 644 Pedagogy of Music Theory
  - MUS 660 Theory and Analysis of Rhythm
  - MUS 664 Post-Tonal Theory
- One of the following:
  - A 600 or above level music history course
  - A 600 or above level music literature course

### ***Music Electives (4 hours)***

***Multiple Woodwinds (three instrument track) (32 hours)***

*Courses in the Major (20 hours)*

- Performance (15 hours)
  - MUP 651 Performance Studies (6-9 credit hours, principal instrument)
  - MUP 653 Performance Studies (4 credit hours, secondary instrument)
  - MUP 653 Performance Studies (2-5 credit hours, third instrument)
    - Proficiency must be shown in secondary instruments at the undergraduate concentration upper-division examination level (MUP 351 proficiency minimum)
- Ensemble by audition placement (4 hours)
- Recital (1 hour)
  - MUP 600 Recital (must include at least two instruments)

*Courses in Support of the Major (12 hours)*

- Research Competency, from one of the following (3 hours):
  - MUE 601 Research Methods in Music
  - MUS 602 Seminar in Music Research and Writing
  - MUP 683 Instrumental Literature and Performance Practice
    - *Note:* MUE 601 or MUS 602 are recommended
- Any 9 credit hours of graduate music courses not in the major (non-performance, non-ensemble)

# *MM – Master of Music in Composition*

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The MM in Composition is a two-year degree, which requires 33 semester hours. At least one half the work credited toward the degree must be in 600-level courses or above. A diagnostic examination is administered prior to the first semester of enrollment. In addition to private composition study, students take courses in orchestration, electronic music, counterpoint, advanced theory and history, and electives.

## **DEGREE REQUIREMENTS**

Enrollment in MUP 651 or MUP 699 is required during the semester of the degree recital. A written Comprehensive Exam is required for graduation. A thesis is required and at least one recital is required (Capstone Experience).

### *Courses in the Major (18 hours)*

- MUP 651 (9 hours)
  - One semester of MUP 611 may be substituted for one semester of MUP 651.
- MUP 644 Electronic Music Composition I or MUP 645 Electronic Music Composition II (3 hours)
- MUP 655 Orchestration (3 hours)
- MUP 600 Recital (No credit)
  - Enrollment in at least two semesters of MUP 651 is required before the semester of the degree recital.
- MUP 699 Thesis (3 hours)

### *Courses in Support of the Major (12 hours)*

- MUS 508 Tonal Counterpoint (3 hours)
- Musicology and Ethnomusicology (3-6 hours)
  - Must include one course focusing on music of the past 100 years
- Music Theory (3-6 hours)

### *Electives (3 hours)*

- Upon approval of the Composition Faculty and the Director of Graduate Studies in Music Performance, a course in digital media (e.g. film, video) offered in other departments such as Art or Media Studies may be used as an elective.

# MM Timeline and Checklist

(based on two-year timeline)

Name: \_\_\_\_\_ ID: \_\_\_\_\_ Concentration: \_\_\_\_\_

## First Year

**1. Plan of Study (POS).** The first draft of the **Plan of Study form** (<https://vpa.uncg.edu/current/advising/music>) should be submitted before the student has completed 50% of required coursework, or by the end of the first year of study.

**2. Research Course.** All MM students must take MUE 601 or MUS 602 (or, in some cases, MUP 683) to fulfill this requirement.

**3. Deficiencies.** Music history and theory deficiencies, as determined by the graduate diagnostic exams, must be removed no later than the **beginning of the second year** of course work. Students who have not removed deficiencies by this point may be excused from the program.

**4. Declare PBC, if applicable.** If a student elects to pursue a Post-Baccalaureate Certificate (PBC), he or she should apply within the first year (and preferably by the time the student submits the Plan of Study).

## First / Second Year

**5. Language Requirements.** Students in Voice, Collaborative Piano, and Choral Conducting must satisfy the language requirements as outlined in the Graduate Bulletin and MM Handbook. Instrumental Conductors are assessed in the Comprehensive Evaluation.

## Second Year

**6. Application for Graduation.** At the beginning of the semester in which the student plans to graduate, the student should visit the Graduate School website to view all pertinent information regarding graduation, and to file the required **Graduation Application** (<https://grs.uncg.edu/current/graduation-application/>).

**7. Comprehensive Examination Option.** The Comprehensive Examination for MM students has several options, depending upon area of study, which may include a written exam, an oral exam, a written document, a thesis, a lecture-demonstration, or some combination of these options (see the later section on Comprehensive Examinations). In consultation with his or her major professor, the student will choose the option that best synthesizes his or her degree program. The choice of option, as well as the scheduling of all dates pertaining to the Comprehensive Examination, must be completed at least two months prior to the Examination, and no later than the end of the second week of classes in the semester of the Examination.

**8. Schedule Comprehensive Examinations.** *It is highly preferable that the student requests his or her dates the semester before the Comprehensive Exam takes place.* The Comprehensive Examination may not be taken until deficiencies are removed and any language requirements are fulfilled. All transfer credits will be examined as part of the comp exams. The Comprehensive Examination should be taken after 75% of the course work has been completed. Students should select a committee of three faculty members (including the primary instructor) and then submit the initial **Comprehensive Exam Request form** (<https://vpa.uncg.edu/current/g-music>) to the Music Student Services Associate the semester prior to, and no less than two months before, the requested dates of administration. Please see the section on Comprehensive Evaluations for more detailed instructions.

**9. Approval of Comprehensive Exam.** The **Comprehensive Exam Preapproval Form** (<https://vpa.uncg.edu/files/resources/graduate/music/prelim-comp-preapproval.pdf>) is only required if the student is taking the written exam option.

**10. Prepare for and take Comprehensive Exam.** Your committee is responsible for giving you guidance as you prepare for your Comprehensive Exam.

**11. Evaluation of the Comprehensive Exam.** The exact steps to completion of Evaluation of the Comprehensive Exam will depend on the option chosen. More information is included in the later section on Comprehensive Exams. All Comprehensive Examinations must be evaluated with an **evaluation form** (<https://vpa.uncg.edu/files/resources/graduate/music/mm-comp-evaluation.pdf>) AND an **online rubric** (<https://vpa.uncg.edu/forms/evaluation-rubric>) by each committee member.

Upon successful completion of the entire Comprehensive Examination, the Committee Chair will so advise the Director of Graduate Studies, who will report the examination and date as a matter of record to The Graduate School.

**12. Degree Recital (Capstone Experience).** The student must complete one degree recital, usually during the second year of study (except Collaborative Piano majors, who must complete two recitals).

**13. Evaluation of Degree Recital.** Recitals must be evaluated by the primary professor through submission of an **online rubric** (<https://vpa.uncg.edu/forms/evaluation-rubric>).

**14. File Final Plan of Study.** Be sure the courses listed in your final POS exactly match your transcript.

**15. Lecture-Demonstration, if applicable.** The lecture-demonstration is only applicable for MM in Performance students in the Vocal Pedagogy and Piano Pedagogy concentrations.

**16. Thesis submission, if applicable.** The thesis submission is only applicable for MM in Composition students.

**Students are Responsible for Meeting All Deadlines!**

# MM Guidelines

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## MASTER'S DEGREE PLAN OF STUDY

A Plan of Study (POS) for the Master's degree is a significant step in successful progress to degree completion. This POS must be outlined by the student in consultation with their advisor (major professor) and the Director of Graduate Studies in Music Performance, and approved by the major professor and DGS at the earliest practical time, but before the student has completed 50% of his or her coursework. If changes are made to the Plan of Study, a revised version must be submitted and approved before the student applies for graduation. *Failure to submit this revision may hold up the anticipated graduation date.* Copies of the approved POS must be filed in the student's permanent folder in the Music Student Services Office and The Graduate School. Consult *The Graduate School Bulletin* (<https://grs.uncg.edu/graduatebulletin/>) for specific information regarding the Plan of Study.

### - STEPS TO COMPLETING THE PLAN OF STUDY:

1. Meet with the major professor to complete the preliminary Plan of Study Worksheet. POS worksheets are available in the "Music Advising" area of the Music website (<https://vpa.uncg.edu/current/advising/music>). *Make sure everything on your POS appears on your transcript; there may be courses on your transcript that will not be included on your POS.*
2. Email the completed Plan of Study worksheet to the Music Student Services Associate (Dr. Catherine Keen Hock, [rckeen@uncg.edu](mailto:rckeen@uncg.edu)) and the major professor for review.
3. After the worksheet is verified against your academic transcript by the Music Student Services Associate, you will sign a completed hard copy of the Plan of Study in the Music Student Services office, where it will also receive final approval by the Director of Graduate Studies and then be forwarded to The Graduate School.

Any subsequent changes to the Plan of Study must be reported first to the Music Student Services Associate and then to the Graduate School for approval.

## REQUIRED COMPETENCIES

### - RESEARCH SKILLS COMPETENCY

Competence in research is required of all Master's degree students. Students must take MUE 601 or MUS 602 to fulfill this requirement (Some areas may also substitute MUP 683, please see your degree requirements by concentration for details). The research course requirement must be met prior to the Comprehensive Evaluation.

### - LANGUAGE AND DICTION REQUIREMENTS FOR VOICE/VOCAL PEDAGOGY STUDENTS

Twelve (12) hours of language are required for **voice/vocal pedagogy** majors—one semester each of French, German, and Italian plus a second semester of one of these three languages. These hours must be satisfactorily credited on a college transcript. If not, this requirement may be resolved through enrollment in the appropriate undergraduate courses; these credits do not apply toward graduation. Students with prior experience in a language may also take the appropriate proficiency exams as determined by the respective foreign language department. Students with native fluency in one of the required languages may petition the Coordinator of Vocal Studies or Director of Graduate Studies to satisfy this requirement as appropriate.

**All MM Voice/Vocal Pedagogy students** will be required to pass diction proficiency exams in written IPA and spoken pronunciation of Italian, German, and French. These exams will be administered in the week prior to the first semester of enrollment. Students who fail one or more portions of the exam may resolve this deficiency by (1) retaking and passing the exam prior to the second semester of study, (2) completing the appropriate undergraduate class or classes with a minimum grade of B: MUP 170 Italian and Latin Diction for Singers, MUP 270 German Diction for Singers, and MUP 271 French Diction for Singers, or (3) completing the graduate class, MUP 630 The Study and Pedagogy of Phonetics as Applied to Singing with a minimum grade of C. Undergraduate course credits will not apply toward the degree requirements.

## **SATISFACTORY PROGRESS TO MASTER'S DEGREES**

### **- TIME LIMITS**

All work toward the Master's degree must be completed within five years from the date of first enrollment (or the date of the first course listed for credit on the Plan of Study, whichever is earlier). Extensions may be granted by the Graduate School on the recommendation of the Director of Graduate Studies. For required paperwork, consult the Music Student Services Associate.

### **- GRADING**

For the completion of a graduate degree program, an overall minimum average of B (equivalent to 3.0) is required. Fully admitted students will become academically ineligible to continue in The Graduate School under any of the following circumstances:

1. Grades of U, F or WF are received in any 6 semester hours.
2. Grades of C+ or C are received in 9 semester hours.
3. Any grade of U, F or WF is received in combination with 6 semester hours of C+ or C grades.

### **- INDEPENDENT STUDY**

Upon meeting the requirements to pursue independent study, Master's candidates may register for no more than 3 semester hours of independent study per semester and may count no more than 6 semester hours of independent study toward satisfying the minimum requirements for the Master's degree. Students may not register for independent study as a substitute for existing courses. If special research interests warrant independent instruction, enrollment is permitted with the advance approval of the Instructor, Director of Graduate Studies, and Director of the School.

#### **- STEPS TO REGISTRATION FOR INDEPENDENT STUDY:**

1. Complete the **Outline of Plan for Independent Study form** ([https://vpa.uncg.edu/files/resources/undergraduate/music/independent\\_study\\_plan\\_2015-08.pdf](https://vpa.uncg.edu/files/resources/undergraduate/music/independent_study_plan_2015-08.pdf)). This form must be approved and signed by the Student, Instructor, and Director of the School of Music.
2. Complete the **Permission to Register for Independent Study form** (<https://reg.uncg.edu/wp-content/uploads/2014/05/IndependentStudyPermission.pdf>). This form must be signed and approved by the Student, Instructor, and Director of the School of Music. *Leave the fields for CRN, Course Prefix and Number, and Section blank.*
3. Take both completed forms to Dr. Catherine Keen Hock (Room 337, Music Building) who will assign the CRN, Course Prefix and Number, and Section numbers to your course and send the forms to the Graduate School for final approval and registration.
4. Check your registration to confirm that the Independent Study is added to your course schedule and pay any subsequent fees generated by adding this course. If the course does not appear in your schedule by two weeks following the submission of the forms, contact Dr. Keen Hock (rckeen@uncg.edu) for assistance.

## MASTER'S COMPREHENSIVE EXAMINATION

The Comprehensive Examination is constructed by the Master's Comprehensive Exam Committee, and should be designed according to the evaluation options approved by each performance area. The examination is comprehensive in nature, and requires synthesis on the part of the student.

The examination options for each performance area are as follows:

- Brass and Percussion Area:
  - written exam, OR
  - recital document, OR
  - lecture-demonstration with oral exam, OR
  - thesis with oral defense
- Conducting Area (Choral and Instrumental): written exam
- Composition Area: written exam
- Keyboard Area: written exam with oral exam
- String Area: recital program notes with oral exam
- Voice Area: lecture-presentation with oral exam
- Woodwind Area:
  - written exam with oral exam, OR
  - lecture-demonstration with oral exam

The Comprehensive Examination may be taken when the student has satisfactorily completed all stipulations outlined below:

- All provisions, deficiencies, or special conditions that may have been attached to admittance to the degree program must be removed.
- All competencies must be satisfied.
- The residency requirement must be satisfied.
- The research competency must be satisfied (including language, if required).
- 75% of the course work approved on the Plan of Study must have been satisfactorily completed.

### - SCHEDULING THE COMPREHENSIVE EXAMINATION

All comprehensive examinations (regardless of option chosen by the student) are scheduled by filing the **MM Comprehensive Exam Request form** (<https://vpa.uncg.edu/current/g-music>) with the Music Student Services Associate. Exam options requiring administration (written exams) may not be scheduled on the weekend, holidays, or when the School of Music offices are closed. Students who are graduating in August should complete their comprehensive evaluation during the preceding Spring semester, as faculty members are not contracted to work during the summer and exams cannot be evaluated during that time.

### - COMPREHENSIVE EXAMINATION PROCEDURES (BY AREA)

*Conducting Area: (Option: Written Exam)*

1. Student requests dates at least two months prior to the exam, and no later than the end of the second week of classes in the semester of the exam. ***It is highly preferable that the student requests his or her dates the semester before the exam takes place.*** Exam may not take place after October 15 (fall)/March 15 (spring) if student plans to graduate in the same semester as taking the exam.
2. Music Student Services Associate requests preparation of written exam by Committee Chair.
3. Committee submits exam at least ten working days prior to exam date.
4. Committee Chair circulates the **Exam Preapproval Form** (<https://vpa.uncg.edu/files/resources/graduate/music/prelim-comp-preapproval.pdf>) for signatures and returns to Music Student Services Associate prior to student's exam date.
5. Student takes exam.
6. Committee grades exam and returns **evaluation forms** (<https://vpa.uncg.edu/files/resources/graduate/music/mm-comp-evaluation.pdf>) AND **online rubrics** (<https://vpa.uncg.edu/forms/evaluation-rubric>) to Music Student Services



Associate (no later than ten working days after student's exam date - if an evaluation is not submitted by the evaluation due date, the student is given an automatic pass).

7. Student is informed of results.

*Voice Area: (Option: Lecture-Presentation with Oral Exam)*

1. Student selects a committee of three members (the student's primary instructor, and two other faculty members, one of whom may be outside the Voice Area), and is responsible for arranging a date, time, and location for the exam that all committee members agree upon. Mondays, following Studio Repertoire Class, is suggested as a convenient time to schedule the exam. (If the presentation requires audio/visual aids, it is advisable for the student to reserve a classroom or conference room that contains a workstation and smart board technology; if no aids are required, the exam may be scheduled in a smaller venue, such as the studio of a committee member, with permission). The student should reserve the room for 2 hours. The student is not responsible for selecting faculty to attend the recital jury/hearing or the recital.
2. The exam must be completed no later than the recital date, or October 1 (fall)/March 1 (spring), whichever comes first. ***It is highly preferable that the student requests his or her dates at the same time as scheduling the recital.***
3. Music Student Services Associate emails committee and student to confirm dates of recital and presentation/oral exam. Student sends an electronic version of the recital program and the oral presentation topic to the committee at least one week prior to the scheduled exam.
4. Student will prepare a 30-minute oral presentation on a topic (a single piece or group of songs, preferably by one composer) from the recital program, followed by a 60-minute oral exam. The entire exam will not exceed 90 minutes. The candidate may speak from an outline and use audio/visual aids during the presentation. The use of recorded material is limited to 5 minutes of the total 30-minute presentation. The content of the presentation must include all of the following components:
  - a. Brief historical background of the composer (i.e., biographical information pertinent to the topic; aesthetics of the period and how the composer represents them, influences on the composer and his/her influence on other composers).
  - b. Historical significance of the piece or pieces presented.
  - c. Discussion of the poetry and its historical context.
  - d. An in-depth harmonic analysis of at least one of the pieces, and a structural analysis of the vocal line and piano part of all songs, including, but not limited to: text painting, harmonic significance, rhythmic elements, etc.
5. The oral exam will be a question-and-answer session on the topic of the presentation and any closely related subjects. The scope of the questions may be extended to include general information about other repertoire on the recital program.
6. Committee submits **evaluation forms** (<https://vpa.uncg.edu/files/resources/graduate/music/mm-comp-evaluation.pdf>) AND **online rubrics** (<https://vpa.uncg.edu/forms/evaluation-rubric>) to Music Student Services Associate preferably immediately following the exam, and no later than ten working days following the exam.
7. Student is informed of results.
8. If the presentation/oral exam is evaluated as failing, a written paper addressing the deficiencies of the presentation is required. This re-examination paper is due by November 1 (fall)/April 1 (spring).

*Composition Area: (Option: Written Exam)*

1. Student requests dates at least two months prior to the exam, and no later than the end of the second week of classes in the semester of the exam. ***It is highly preferable that the student requests his or her dates the semester before the exam takes place.*** The exam is typically taken during Finals Week of the third semester of study. If more than one student is taking the exam, it is preferable to have all the exams taken on the same day. The exam may not take place after October 15 (fall)/March 15 (spring) if student plans to graduate in the same semester as taking the exam.
2. Music Student Services Associate requests preparation of written exam by Committee Chair.
3. Committee submits exam at least ten working days prior to exam date.
4. Committee Chair circulates the **Exam Preapproval Form**

- (<https://vpa.uncg.edu/files/resources/graduate/music/prelim-comp-preapproval.pdf>) for signatures and returns to Music Student Services Associate prior to student's exam date.
5. Student takes exam.
  6. Committee grades exam and returns **evaluation forms** (<https://vpa.uncg.edu/files/resources/graduate/music/mm-comp-evaluation.pdf>) AND **online rubrics** (<https://vpa.uncg.edu/forms/evaluation-rubric>) to Music Student Services Associate (no later than ten working days after student's exam date).
  7. Student is informed of results. In some cases, students will be required to retake the exam, write a paper to improve on or clarify responses, pass an aural examination, or pursue other remedies.

*Keyboard Area: (Option: 4-hour written exam with 2-hour oral exam)*

1. Student requests both written and oral dates at least two months prior to the written exam, and no later than the end of the second week of classes in the semester of the exam. ***It is highly preferable that the student requests his or her dates the semester before the exam takes place.*** Written Exam may not take place after October 15 (fall)/March 15 (spring) if student plans to graduate in the same semester as taking the exam.
2. Music Student Services Associate requests preparation of written exam by Committee Chair.
3. Committee submits exam at least ten working days prior to exam date.
4. Committee Chair circulates the **Preapproval Form** (<https://vpa.uncg.edu/files/resources/graduate/music/prelim-comp-preapproval.pdf>) for signatures and returns to Music Student Services Associate prior to student's exam date.
5. Student takes exam.
6. Committee evaluates written exam.
7. Student takes oral exam (within one calendar month of the written exam date, and no later than November 15 (fall)/April 15 (spring) if student plans to graduate in semester of exam).
8. Committee completes **evaluation forms** (<https://vpa.uncg.edu/files/resources/graduate/music/mm-comp-evaluation.pdf>) AND **online rubrics** (<https://vpa.uncg.edu/forms/evaluation-rubric>) (both the evaluation form and rubric should encompass the written and oral portions of the exam as one unit) and returns these to the Music Student Services Associate.
9. Student is informed of results.

*Woodwind Area: (two options available)*

- *Option 1: Written Exam (full day) with Oral Exam (at the discretion of student's MAC)*
  1. Student requests both written and oral dates at least two months prior to the written exam, and no later than the end of the second week of classes in the semester of the exam. ***It is highly preferable that the student requests his or her dates the semester before the exam takes place.*** Written Exam may not take place after October 15 (fall)/March 15 (spring) if student plans to graduate in the same semester as taking the exam.
  2. Music Student Services Associate requests preparation of written exam by Committee Chair.
  3. Committee submits exam at least ten working days prior to exam date.
  4. Committee Chair circulates the **Preapproval Form** (<https://vpa.uncg.edu/files/resources/graduate/music/prelim-comp-preapproval.pdf>) for signatures and returns it to the Music Student Services Associate prior to student's exam date.
  5. Student takes exam.
  6. Committee evaluates written exam.
  7. Student takes oral exam (if requested by MAC) within one calendar month of the written exam date, and no later than November 15 (fall)/April 15 (spring) if student plans to graduate in semester of exam).
  8. Committee completes **evaluation forms** (<https://vpa.uncg.edu/files/resources/graduate/music/mm-comp-evaluation.pdf>) AND **online rubrics** (<https://vpa.uncg.edu/forms/evaluation-rubric>) (both the evaluation form and rubric should encompass the written and oral portions of the exam as one unit) and returns these to the Music Student Services Associate.
  9. Student is informed of results.
- *Option 2: Lecture-Demonstration with (with oral component)*
  1. Student submits a request for a lecture-demonstration date at least two months prior to the

lecture-demonstration date, and no later than the end of the second week of classes in the semester of the lecture-demonstration. *It is highly preferable that the student requests his or her date the semester before the lecture-demonstration takes place.* Lecture-demonstration may not occur after November 15 (fall)/April 15 (spring) if student plans to graduate in semester of the lecture-demonstration.

2. Music Student Services Associate emails committee and student to confirm dates.
3. Student submits an outline of the lecture-demonstration one month prior to the lecture-demonstration date (no later than October 15 (fall)/March 15 (spring)).
4. Committee confirms lecture-demonstration outline, and submits any comments/revision requests to the student within ten working days.
5. Student will prepare a 30-minute oral presentation on a topic (a single piece or group of pieces) from the recital program, followed by a 30-minute oral exam. The entire exam is not to exceed one hour. The candidate may speak from an outline and use audio/visual aids during the presentation. The use of recorded material is limited to 5 minutes of the total 30-minute presentation. The content of the presentation must include all of the following components:
  - a. Brief historical background of the composer (i.e., biographical information pertinent to the topic; aesthetics of the period and how the composer represents them influences on the composer and his/her influence on other composers).
  - b. Historical significance of the piece or pieces presented.
  - c. Discussion of the work's historical context.
  - d. An in-depth harmonic analysis of at least one of the pieces, and a structural analysis of the solo line and piano part, including, but is not limited to: melodic contour, text painting, harmonic significance, rhythmic elements, etc.
6. Student gives lecture-demonstration, which is followed immediately by the oral exam.
7. Committee completes **evaluation forms** (<https://vpa.uncg.edu/files/resources/graduate/music/mm-comp-evaluation.pdf>) AND **online rubrics** (<https://vpa.uncg.edu/forms/evaluation-rubric>) (both the evaluation form and rubric should encompass the lecture-demonstration and oral portions of the exam as one unit) and returns these to Music Student Services Associate.
8. Student is informed of results.

*Brass/Percussion Area: (multiple options available)*

- *Option 1: Written Exam (full day)*
  1. Student submits a request for the written exam date at least two months prior to the written exam, and no later than the end of the second week of classes in the semester of the exam. *It is highly preferable that the student requests his or her dates the semester before the exam takes place.* Written Exam may not take place after October 15 (fall)/March 15 (spring) if student plans to graduate in the same semester as taking the exam.
  2. Music Student Services Associate requests preparation of written exam by Committee Chair.
  3. Committee submits exam at least ten working days prior to exam date.
  4. Committee Chair circulates the **Preapproval Form** (<https://vpa.uncg.edu/files/resources/graduate/music/prelim-comp-preapproval.pdf>) for signatures and returns to the Music Student Services Associate prior to student's exam date.
  5. Student takes exam.
  6. Committee grades exam and returns **evaluation forms** (<https://vpa.uncg.edu/files/resources/graduate/music/mm-comp-evaluation.pdf>) AND **online rubrics** (<https://vpa.uncg.edu/forms/evaluation-rubric>) to the Music Student Services Associate (no later than ten working days after student's exam date).
  7. Student is informed of results.
- *Option 2: Scholarly Supporting Document of Recital*
  1. Student requests dates at least two months prior to the recital hearing, and no later than the end of the second week of classes in the semester of the recital. *It is highly preferable that the student requests his or her dates the semester before the recital takes place.* Draft of document may not be submitted after October 15 (fall)/March 15 (spring) if student plans to graduate in the same semester as completing the recital/document.
  2. Music Student Services Associate emails committee and student to confirm dates of recital

- hearing and recital (and due dates if they are different).
3. Student submits draft of document to the Music Student Services Associate on the date of his or her recital hearing or October 15 (fall)/March 15 (spring), whichever is earlier. Music Student Services Associate distributes the document to the student's committee.
  4. Committee has ten working days to review the document and provide recommendations to the student. The committee should submit their comments/revision requests directly to the student.
  5. Final draft of document is due ten working days after the revisions are returned. Final draft may not be submitted after November 15 (fall)/April 15 (spring) if the student plans to graduate in the same semester of the recital/document.
  6. Committee completes **evaluation forms** ([https://vpa.uncg.edu/\\_files/resources/graduate/music/mm-comp-evaluation.pdf](https://vpa.uncg.edu/_files/resources/graduate/music/mm-comp-evaluation.pdf)) AND **online rubrics** (<https://vpa.uncg.edu/forms/evaluation-rubric>) (both the evaluation form and rubric should encompass the recital document and oral portions of the exam as one unit) and returns these to the Music Student Services Associate.
  7. Student is informed of results.
- *Option 3: Thesis with Oral Defense*
    1. Student submits a request for a thesis defense date at least two months prior to defense date, and no later than the end of the second week of classes in the semester of the defense. ***It is highly preferable that the student requests his or her date the semester before the defense takes place.*** Defense may not occur after October 15 (fall)/March 15 (spring) if student plans to graduate in the same semester as the defense.
    2. One month prior to the defense, the student submits the full draft of his or her thesis to the committee. The committee should submit their comments/revision requests directly to the student.
    3. Student defends the thesis.
    1. After the defense and final edits to the thesis have occurred, committee submits **evaluation forms** ([https://vpa.uncg.edu/\\_files/resources/graduate/music/mm-comp-evaluation.pdf](https://vpa.uncg.edu/_files/resources/graduate/music/mm-comp-evaluation.pdf)) AND **online rubrics** (<https://vpa.uncg.edu/forms/evaluation-rubric>) (both the evaluation form and rubric should encompass the written thesis and thesis defense portions of the exam as one unit) and returns these to the Music Student Services Associate.
    2. Student is informed of results.
  - *Option 4: Lecture-Demonstration (with oral component)*
    1. Student submits a request for a lecture-demonstration date at least two months prior to the lecture-demonstration date, and no later than the end of the second week of classes in the semester of the lecture-demonstration. ***It is highly preferable that the student requests his or her date the semester before the lecture-demonstration takes place.*** Lecture-demonstration may not occur after November 15 (fall)/April 15 (spring) if student plans to graduate in the same semester as the lecture-demonstration.
    2. Music Student Services Associate emails committee and student to confirm dates.
    3. Student submits an outline of the lecture-demonstration one month prior to the lecture-demonstration date (no later than October 15 [fall]/March 15 [spring]).
    4. Committee confirms lecture-demonstration outline, and submits any comments/revision requests to the student within ten working days.
    5. Student gives lecture-demonstration, which is followed immediately by the oral exam.
    6. Committee completes **evaluation forms** ([https://vpa.uncg.edu/\\_files/resources/graduate/music/mm-comp-evaluation.pdf](https://vpa.uncg.edu/_files/resources/graduate/music/mm-comp-evaluation.pdf)) AND **online rubrics** (<https://vpa.uncg.edu/forms/evaluation-rubric>) (both the evaluation form and rubric should encompass the lecture-demonstration and oral portions of the exam as one unit) and returns these to the Music Student Services Associate.
    7. Student is informed of results.

*String Area: (Option: Oral Exam and Recital Program Notes)*

1. Student selects a committee of three members (the student's principal teacher, another faculty member from the String Area, and one music faculty member outside the area), then requests dates at least two months prior to the recital hearing, and no later than the end of the second week of classes in the semester of the recital. ***It is highly preferable that the student requests his or her dates the semester before the recital takes place.***

2. Music Student Services Associate emails committee and student to confirm dates of oral exam and recital (and due dates if they are different).
3. Student submits draft of program notes to the Music Student Services Associate no later than two weeks prior to the oral exam. The notes should be between 250-500 words per musical work (or set of related short works). Music Student Services Associate distributes the document to the student's committee.
4. Student takes oral exam no later than November 15 (fall)/ April 15 (spring) if student plans to graduate in semester of exam.
5. Committee completes **evaluation forms** ([https://vpa.uncg.edu/\\_files/resources/graduate/music/mm-comp-evaluation.pdf](https://vpa.uncg.edu/_files/resources/graduate/music/mm-comp-evaluation.pdf)) AND **online rubrics** (<https://vpa.uncg.edu/forms/evaluation-rubric>) (both the evaluation form and rubric should encompass the recital program notes and oral portions of the exam as one unit) and returns these to the Music Student Services Associate.
6. Student is informed of results.

### **CAPSTONE EXPERIENCE**

All Master's degree students must complete a capstone experience as part of the degree requirements. For MM in Performance degrees the Master's recital serves as the capstone experience. For the MM in Composition degree the thesis and Master's recital serve as the capstone experience. The student's major professor *only* should submit a [rubric evaluation](#) for the capstone.

### **EXIT REQUIREMENTS**

It is the responsibility of the student to meet the graduation requirements, policies, and deadlines as published by The Graduate School in the current edition of [The Graduate School Bulletin](#). All recordings, printed programs, comprehensive examination documents, and other related materials and documentation will be furnished to the Director of Graduate Studies. All scheduling and final graduation arrangements are the responsibility of the degree candidate and will be coordinated through the School of Music office and/or The Graduate School. The degree candidate must submit an [Application for Graduation](#) directly to The Graduate School at the beginning of their final semester.